


MEMORANDUM

TO: VSCS Board of Trustees

FROM: Sophie Zdatny, Chancellor 

DATE: March 17, 2022

SUBJECT: Board of Trustees Meeting on March 19, 2022

Trustees:

Materials are now available for the Board meeting scheduled for **9:00 a.m., on Saturday, March 19, 2022**. The meeting will take place via Zoom and will be livestreamed on YouTube.

Following approval of the minutes, the Board will receive reports from the **Finance and Facilities Committee** and the **DEI Committee**. No action is required.

General Counsel Patty Turley will then review seven **VSC Board policies**, proposing the repeal of one policy that has been superseded by a collective bargaining agreement, and minor updates to six other policies. This is part of the ongoing work to make sure that Board policies are both up-to-date and are being enforced. The various transformation teams will be reviewing the Board policies specific to their area of expertise as part of their transformation work and will make recommendations as to those policies in need of revision or repeal as we transition to the new university and consolidate administrative functions. The meeting materials contain a “red-lined” version of the existing policies, showing the proposed changes, plus a “clean” copy incorporating the proposed changes.

Our Director of Government and External Affairs, Katherine Levasseur, will provide a **legislative update** as there is a lot of activity currently in the State House, particularly on the money bills.

Wilson Garland, the Director of Transformation Projects, will provide a **transformation update**.

Revisions to the existing **Board Calendar** are needed as candidates for the Presidency of Vermont State University will be visiting the campuses over the next two weeks and the Board will need some additional meeting dates in April to discuss the candidates and make a hiring decision. We are also looking to move back the May board meeting by one week.

Board of Trustees

March 17, 2022

Page 2

Following Additional Business and Public Comment, the Board will enter **executive session**. It is anticipated that the Board will take action upon exiting the executive session.

cc: Council of Presidents, Academic Deans, Business Affairs Council, & Student Affairs Council

Vermont State Colleges Board of Trustees Meeting
Zoom Meeting/YouTube Stream

Saturday, March 19, 2022 at 9:00 a.m.

AGENDA

1. Call to order
2. Approval of Minutes – February 14, 2022
3. Report from Finance and Facilities Committee
4. Report from Diversity, Equity, and Inclusion Committee
5. Repeal and revision of selected VSC Board Policies
6. Legislative Update
7. Transformation Update
8. Revisions to Board Calendar
9. Additional Business
10. Comments from the public – sign up here: www.vsc.edu/signup
11. Executive Session – action is expected to be taken following the Executive Session
12. Adjourn

MEETING MATERIALS

- Item 1: February 14, 2022 Meeting Minutes
- Item 2: Finance & Facilities Summary Budget Review Pass 1.5
- Item 3: VSC Policies for Review
 - a) VSC Policy 202
 - b) VSC Policy 204
 - c) VSC Policy 205
 - d) VSC Policy 401
 - e) VSC Policy 402
 - f) VSC Policy 404
 - g) VSC Policy 504
- Item 4: Board of Trustees Calendar

ITEM 1:
February 14, 2022 Minutes

Minutes of the VSCS Board of Trustees Meeting held Monday, February 14, 2022, at 1:00 p.m. via ZOOM – UNAPPROVED

Note: These are unapproved minutes, subject to amendment and/or approval at the subsequent meeting.

The Vermont State Colleges Board of Trustees met on Monday, February 14, 2022, via ZOOM.

Board members present: Lynn Dickinson (Chair), Janette Bombardier, Megan Cluver (Vice Chair), Ryan Cooney, Dylan Giambatista, Adam Grinold, Shirley Jefferson, Bill Lippert, Karen Luneau, Jim Masland, Mary Moran, David Silverman, Shawn Tester, Sue Zeller

Presidents: Joyce Judy, John Mills, Tom Mauhs-Pugh, Pat Moulton

Chancellor's Office Staff: Donny Bazluke, Network/Security Analyst
Kellie Campbell, Chief Information Officer
Wilson Garland, Director of Transformation Projects
Jen Porrier, Administrative Director
Kathryn N. Santiago, Associate General Counsel & System Investigator
Sharron Scott, Chief Financial/Operations Officer
Toby Stewart, System Controller
Patty Turley, General Counsel
Littleton Tyler, Lead Financial Analyst
Meg Walz, Director, Program Manager
Sophie Zdatny, Chancellor
Yasmine Ziesler, Chief Academic Officer

From the Colleges: Nolan Atkins, Provost, Northern Vermont University
Roy Brock, Dean of Administration, Northern Vermont University
Sarah Chambers, Coordinator of Instructional Technology, Castleton University
Laura Jakubowski, Chief Budget & Finance Officer, Castleton University
Andy Pallito, Dean of Administration, Community College of Vermont
Dave Rubin, Acting Dean of Administration, Vermont Technical College
Dannielle Spring, Chief Budget & Finance Officer, Northern Vermont University

From the Public: Karen Geiger
William Geiger
Dennis Jones, President Emeritus, NCHEMS

1. Chair Dickinson called the meeting to order at 1:04 p.m.

2. Approval of January 24, 2022 Meeting Minutes

Trustee Moran moved and Trustee Zeller seconded the motion to approve the minutes from the January 24, 2022 meeting. The motion was approved unanimously.

3. Report from Finance & Facilities Committee

- a. Vote on Karen M. Geiger Scholarship
- b. Vote on Cathy Higley Graduate Scholarship
- c. Consent Agenda
 - i. Modification to two endowments for Title IX compliance
 - ii. Vote on American Rescue and Recovery Act (ARPA) funded Scholarships and bridge funding grants
- d. Vote on Academic Year 2022-2023 Tuition, Fees, Room, and Board
- e. Vote on continues suspension of Policy 403: System Annual Operating Budget and Policy 407: Responsibility for Deficits Incurred after June 30, 1979
- f. Vote on Strategic Facilities Plan

Trustee Silverman invited Community College of Vermont President Joyce Judy to share information on the creation of a new endowed scholarship fund at CCV in honor of Karen M. Geiger, who is both a CCV graduate and a former CCV staff member. President Judy shared that Karen's father, Bill Geiger, wished to establish the endowment in Karen's name. Karen attended CCV in her late 20's while working full time. After graduating from CCV and the University of Vermont, Karen went to work for CCV for seven years and contributed to an art installment project that lives on in CCV Winooski to this day. This endowment will become a source of scholarship funds that will assist other students with financial need to experience CCV, preferably in the area of liberal studies. Karen and her father Bill Geiger both expressed their gratitude to CCV.

Trustee Silverman moved and Trustee Lippert seconded the motion to approve the Karen M. Geiger Scholarship at the Community College of Vermont. The motion was approved unanimously.

Trustee Silverman invited Northern Vermont University President John Mills to share information about a new endowed fund that will enhance the scholarly learning of graduate students in honor of Cathy Higley, a retired Northern Vermont University-Johnson staff member. President Mills shared that the funds for this endowment come from an anonymous donor, who wishes to establish a permanent endowment in honor of Cathy Higley, who has done so much to support graduate programs at NVU-Johnson. This will help students pursue scholarly activities as they pursue their degrees.

Trustee Silverman moved and Trustee Dickinson seconded the motion to approve the Cathy Higley Graduate Scholarship at Northern Vermont University. The motion was approved unanimously.

Trustee Silverman asked for the approval of seven items presented to the Board in the consent agenda, which included two endowment modifications to comply with Title IX, and five American Rescue and Recovery Act grants for state funded scholarship programs and FY22 bridge funding. Trustee Lippert asked for an articulation of the size of the ARPA Grants in the consent agenda and Chief Financial and Operating Officer Sharron Scott shared that the grants are in the amount of \$35 million.

Trustee Silverman moved and Trustee Grinold seconded the motion to approve the consent agenda. The motion was approved unanimously.

Trustee Silverman shared the Chancellor's recommendation for a freeze on tuition of the 2022-2023 academic year, and a 3% increase on room and board and that after review of this recommendation, the Finance & Facilities Committee agreed that approving the Chancellor's request is in the best interest of students. Trustee Cooney stated his continued support for the tuition freeze but his opposition to the increase in room and board fees.

Trustee Silverman moved and Trustee Masland seconded the motion to approve Resolution 2022-003: AY2022-2023 Tuition Freeze. The motion was approved with thirteen ayes and one nay.

Trustee Silverman reminded the Board that in August of 2020, the Board of Trustees suspended *Policy 403: System Annual Operating Budgets* and *Policy 407: Responsibility for Deficits incurred after June 30, 1979* through development of the FY22 budgets. The committee supported management's request to extend the suspension of these policies through the development of the FY23 budget.

Trustee Silverman moved and Trustee Moran seconded the motion to approve Resolution 2022-004: Suspension of Policy 403 and Policy 407. The motion was approved unanimously.

Trustee Silverman shared that Act 74 of 2021 requires the Board of Trustees to approve the 10-Year Strategic Facilities plan, which the Chancellor must present to the House and Senate on or before March 1. Trustee Silverman then stated that the Finance and Facilities Committee reviewed the contents of the foundational materials provided by Management, including the Return on Physical Assets study, Facilities Assessments, Space Utilization study, and 10-Year Strategic Plan, and recommended approval of the plan.

Trustee Silverman moved and Trustee Masland seconded the motion to approve Resolution 2022-002: Approval of 10 Year Strategic Facilities Plan. The motion was approved unanimously.

Trustee Silverman then shared that there will be a special meeting of the Finance and Facilities Committee on March 7, 2022 where Management will bring an updated 1st pass of the budget for review.

4. Executive Roles and Responsibilities - Discussion

Chair Dickinson opened the discussion regarding the respective roles of the Board, the Chancellor, and the Presidents as the VSC moves from a system composed of four separately accredited institutions to two institutions in 2023. An excerpt from the **Select Committee's**

Final Report discussing the role of the Chancellor's Office and the coordination of Administrative Services can be found [here](#). Chancellor Zdatny discussed the proposed Executive Roles and Responsibilities summary, which can be found [here](#). The Trustees discussed both the respective roles of the Board, Chancellor, and Presidents, as well as the need for a shared services model to facilitate the consolidation of administrative services. The Presidents and guest, Dennis Jones (President Emeritus of NCHEMS), were invited to share their opinions. The Trustees observed that the delineation of the roles and responsibilities was helpful, particularly with respect to the ongoing search for the inaugural President of Vermont State University.

5. Executive Session

At 3:04 p.m. Trustee Dickinson moved that the VSCS Board of Trustees enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the appointment and employment of a public officer. Along with the members of the Board present at this meeting, the Board invited the Chancellor, the Chief Financial and Operating Officer, and the Director of Transformation Projects to attend. Trustee Masland seconded the motion and it was approved unanimously.

The Board exited executive session at 3:52 p.m. Upon exiting the executive session, Chair Dickinson thanked Wilson Garland for his work on the transformation, the Chancellor for the Executive Roles and Responsibilities summary, and those who are part of the continuing conversation. She noted that the conversation will continue within the parameters of the Executive Roles and Responsibilities document.

6. Additional Business

Trustee Dickinson and the Board thanked Trustee Giambatista for his service, as this is his last meeting before his term concludes. Trustee Giambatista shared his thoughts and gratitude and best wishes for the Vermont State Colleges System. Trustee Giambatista acknowledged the work of the Trustees in dealing with the challenges facing higher education and noted that the Board's focus has always been on the students.

7. Comments from the Public

There were no comments.

8. Executive Session

Chair Dickinson adjourned the meeting at 3:57 p.m.

ITEM 2:
Budget Review Pass 1.5

Pass 1.5 Budget Review

March 7, 2022

For the benefit of Vermont

Act 74 Requirements

“VSC shall reduce its structural deficit by \$5,000,000 per year for five years through a combination of annual operating expense reductions and increased enrollment revenues, for a total of \$25,000,000.”

For the benefit of Vermont

Multi-Year Budget Estimate balances the system-wide budget at end of FY2026

	FY2023E	FY2024E	FY2025E	FY2026E	FY2027E
TOTAL REVENUES	156,457	161,457	163,957	163,957	163,957
TOTAL EXPENSES	178,908	174,460	171,098	166,265	161,723
NET REVENUES/(DEFICIT)	(22,451)	(13,002)	(7,141)	(2,307)	2,234

For the benefit of Vermont

Q2 FY2022 Performance is better than budgeted by \$9.7M (\$6M excluding one-time)

	FY2022 Forecast	FY2023E		
		1st Pass	Pass 1.5	Original
TOTAL REVENUES	191,010	165,628	166,106	156,457
TOTAL EXPENSES	181,333	189,745	185,761	178,908
NET REVENUES/(DEFICIT)	9,677	(24,117)	(19,655)	(22,451)

\$4.5M variance to 1st Pass Budget

	FY2022 Forecast	FY2023E		
		1st Pass	Pass 1.5	Original
TOTAL REVENUES	191,010	165,628	166,106	156,457
TOTAL EXPENSES	181,333	189,745	185,761	178,908
NET REVENUES/(DEFICIT)	9,677	(24,117)	(19,655)	(22,451)

\$478K increase in Room & Board

	FY2022 Forecast	FY2023E		
		1st Pass	Pass 1.5	Original
TOTAL REVENUES	191,010	165,628	166,106	156,457
TOTAL EXPENSES	181,333	189,745	185,761	178,908
NET REVENUES/(DEFICIT)	9,677	(24,117)	(19,655)	(22,451)

\$3.98M decrease in expenses

	FY2022 Forecast	FY2023E		
		1st Pass	Pass 1.5	Original
TOTAL REVENUES	191,010	165,628	166,106	156,457
TOTAL EXPENSES	181,333	189,745	185,761	178,908
NET REVENUES/(DEFICIT)	9,677	(24,117)	(19,655)	(22,451)

For the benefit of Vermont

Two lines account for expense change – Personnel & Supplies, Service, Travel

	FY2022	FY2023		
	Forecast	1st Pass	Pass 1.5	Original
EXPENSES				
Salaries and Benefits	107,757	114,459	112,105	107,682
Services, Supplies, Travel	38,002	39,099	37,469	37,160
Scholarships	21,812	19,625	19,625	18,357
Utilities	6,573	7,582	7,582	6,488

Net Deficit \$2.8M better than multi-year forecast for VSCS

	FY2022 Forecast	FY2023E		
		1st Pass	Pass 1.5	Original
TOTAL REVENUES	191,010	165,628	166,106	156,457
TOTAL EXPENSES	181,333	189,745	185,761	178,908
NET REVENUES/(DEFICIT)	9,677	(24,117)	(19,655)	(22,451)

Combined Structural Deficit – for Vermont State University (CU, NVU, VTC)

	FY22B	Q2 Forecast	1st Pass	Pass 1.5	\$	%
Total Revenues	96,690	106,297	102,189	102,668	5,978	6%
Total Expenses	153,842	151,110	159,896	155,912	2,070	1%
NET REVENUE / (DEFICIT)	(57,152)	(44,813)	(57,707)	(53,244)	3,908	-7%
State Appropriation	28,560	28,560	32,435	32,435	3,875	14%
HEERF / CRF / ARPA		3,730				
TOTAL APPROP / HEERF	28,560	32,290	32,435	32,435	3,875	14%
NET DEFICIT	(28,592)	(12,523)	(25,272)	(20,809)	7,783	-27%

Vermont State University accounts for the entirety of the Pass 1.5 deficit

	FY22B	Q2 Forecast	1st Pass	Pass 1.5	\$	%
Total Revenues	96,690	106,297	102,189	102,668	5,978	6%
Total Expenses	153,842	151,110	159,896	155,912	2,070	1%
NET REVENUE / (DEFICIT)	(57,152)	(44,813)	(57,707)	(53,244)	3,908	-7%
State Appropriation	28,560	28,560	32,435	32,435	3,875	14%
HEERF / CRF / ARPA		3,730				
TOTAL APPROP / HEERF	28,560	32,290	32,435	32,435	3,875	14%
NET DEFICIT	(28,592)	(12,523)	(25,272)	(20,809)	7,783	-27%

Our target is a balanced budget by the end of FY2026 by reducing the *underlying costs*. Rolling forward, this budget achieves that goal

	FY2023E	FY2024E	FY2025E	FY2026E	FY2027E
	Pass 1.5	Pass 1.5	Pass 1.5	Pass 1.5	Pass 1.5
TOTAL REVENUES	166,106	170,169	172,669	172,669	172,669
TOTAL EXPENSES	185,761	181,047	177,408	172,284	167,439
NET REVENUES/(DEFICIT)	(19,655)	(10,878)	(4,739)	385	5,230

However, it must also address our underfunded capital infrastructure, technology, reserves, and important curricular work

Next Steps

- Continue refining budget estimates
- Reevaluate fuel pricing
- Identify capital infrastructure projects & develop proposals
- Capitalize on transformation activities

Pass 2 Budget
April 11

Pass 3 Budget
May 23

ITEM 3:

VSC Policies for Review

VSC Policy 202

VSC Policy 204

VSC Policy 205

VSC Policy 401

VSC Policy 402

VSC Policy 404

VSC Policy 504

TO BE REPEALED

Manual of Policy and Procedures

Title CRITERIA FOR THE CONTRACTING OF PART-TIME FACULTY AT THE COMMUNITY COLLEGE OF VERMONT	Number	Page
	202	1
	Date 5/26/16	

PURPOSE

The Community College of Vermont (CCV) does not employ any full-time faculty. All instructors teaching for CCV are part-time, contracted on a per-course basis. This policy sets forth the criteria on which part-time faculty are contracted at CCV.

STATEMENT OF POLICY

- A. Instructors contracted to teach at CCV on a per-course, part-time basis should meet or exceed the following criteria:
1. have some previous college or secondary school teaching experience, or relevant experience which has contributed to their ability to teach the particular course assigned;
 2. hold an earned masters degree or an acceptable substitute;
 3. hold a position within the community that demonstrates their leadership and expertise in the field in which they teach; and
 4. have knowledge of current trends and future directions of the profession, business or trade in which they teach.

Exceptional circumstances may occasionally require the employment of individuals who do not meet the minimum requirements listed above.

- B. No CCV instructor may be contracted to teach more than 11 credits for CCV in any given semester.
- C. CCV will maintain the following information for all contracted part-time faculty:
1. evidence of qualifications for assignments or basis for exceptions;
 2. record of payment for services; and
 3. evidence of evaluation of performance by administrators and students.

Any activity or expense related to federal grants or contracts must comply with *2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, in addition to the provisions above.

Signed by: _____
Jeb Spaulding, Chancellor



Manual of Policy and Procedures

Title	Number	Page
	204	1 of 2
	Date	
EMERITUS STATUS FOR FACULTY AND ADMINISTRATORS	03/19/2022	

PURPOSE

To recognize the outstanding services and contributions of selected faculty and administrators to the Vermont State Colleges, the Board of Trustees may grant such individuals emeritus status.

STATEMENT OF POLICY

Proposal for Granting Emeritus Status

The proposal that an individual be granted emeritus status normally will be initiated by the President of the College to which the nominee is appointed; however, the Board of Trustees may choose to grant emeritus status on its own initiative. Proposals for emeritus status shall be made in writing, shall describe the full history of services and contributions to the Vermont State Colleges, and shall provide full justification for the action. Proposals shall be forwarded to the Board of Trustees through the Chancellor who shall include the Chancellor's recommendations for the action.

Criteria for Emeritus Status

The following are the minimum criteria for consideration for the granting of emeritus status. Because an individual meets the minimum criteria should not be considered adequate justification for recommending emeritus status.

1. At least 10 years of full-time employment with the Vermont State Colleges;
2. Clear evidence of outstanding teaching and/or administrative services;
3. Recognized record of professional achievement, growth, and development;
4. Clear evidence of college service beyond the normal or ordinary expectations;
5. Prospects for continuing service to the Vermont State Colleges; and
6. Retired status.

Privileges and Responsibilities of Emeritus Status

Individuals in emeritus status do not receive compensation; however, they are eligible for special assignments by the college for appropriate compensation and/or reimbursement for expenses at the discretion of the President and within guidelines of the Vermont State Colleges. Specifically, the President may grant individuals in emeritus status the following privileges:

1. Use of college facilities, equipment and services on an "available" basis;
2. Access to college activities on a basis comparable to faculty and administrators;
3. Recognition of emeritus status in appropriate college publications;
4. Use of college identification with emeritus status in communications with official groups/organizations; and
5. Opportunities to be designated as a college representative to specified groups/organizations.

Individuals in emeritus status are responsible to the Vermont State Colleges as follows:

1. Support the mission and purposes of the Vermont State Colleges;
2. Maintain the professional standards which reflect credit on the Vermont State Colleges; and
3. Willingness to assist in the development of the Vermont State Colleges within the scope of individual capabilities.

Term of Emeritus Status

Emeritus status is granted at the pleasure of the Board of Trustees and may be withdrawn by action of that Board.

Signed by: Sophie Zdatny, Chancellor

Date	Version	Revision	Approved By
11/07/80	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Updated to use gender-neutral language	VSCS Board of Trustees



Manual of Policy and Procedures

Title EMERITUS STATUS FOR FACULTY AND ADMINISTRATORS	Number 204	Page 1 of 2
	Date <u>03/19/2022</u> 11/7/80	

PURPOSE

To recognize the outstanding services and contributions of selected faculty and administrators to the Vermont State Colleges, the Board of Trustees may grant such individuals emeritus status.

STATEMENT OF POLICY

Proposal for Granting Emeritus Status

The proposal that an individual be granted emeritus status normally will be initiated by the President of the College to which the nominee is appointed; however, the Board of Trustees may choose to grant emeritus status on its own initiative. Proposals for emeritus status shall be made in writing, shall describe the full history of services and contributions to the Vermont State Colleges, and shall provide full justification for the action. Proposals shall be forwarded to the Board of Trustees through the Chancellor who shall include the Chancellor's ~~his/her~~ recommendations for the action.

Criteria for Emeritus Status

The following are the minimum criteria for consideration for the granting of emeritus status. Because an individual meets the minimum criteria should not be considered adequate justification for recommending emeritus status.

1. At least 10 years of full-time employment with the Vermont State Colleges;
2. Clear evidence of outstanding teaching and/or administrative services;
3. Recognized record of professional achievement, growth, and development;
4. Clear evidence of college service beyond the normal or ordinary expectations;
5. Prospects for continuing service to the Vermont State Colleges; and
6. Retired status.

Privileges and Responsibilities of Emeritus Status

Individuals in emeritus status do not receive compensation; however, they are eligible for special assignments by the college for appropriate compensation and/or reimbursement for expenses at the discretion of the President and within guidelines of the Vermont State Colleges. Specifically, the President may grant individuals in emeritus status the following privileges:

1. Use of college facilities, equipment and services on an "available" basis;
2. Access to college activities on a basis comparable to faculty and administrators;
3. Recognition of emeritus status in appropriate college publications;
4. Use of college identification with emeritus status in communications with official groups/organizations; and
5. Opportunities to be designated as a college representative to specified groups/organizations.

Individuals in emeritus status are responsible to the Vermont State Colleges as follows:

1. Support the mission and purposes of the Vermont State Colleges;
2. Maintain the professional standards which reflect credit on the Vermont State Colleges; and
3. Willingness to assist in the development of the Vermont State Colleges within the scope of individual capabilities.

Term of Emeritus Status

Emeritus status is granted at the pleasure of the Board of Trustees and may be withdrawn by action of that Board.

Signed by: Sophie Zdatny,
Chancellor ~~Charles I. Bunting~~



Manual of Policy and Procedures

Title	Number	Page
PUBLIC OFFICE CAMPAIGNING AND SERVICE	205	1 of 2
	Date	
	03/19/2022	

PURPOSE

This policy states the conditions under which the Board of Trustees permits employees of the Vermont State Colleges to campaign for and serve in public offices.

STATEMENT OF POLICY

Employees of the Vermont State Colleges may campaign for and serve in public office under the provision of 21 V.S.A. 496 and with the following additional conditions:

1. An employee may be placed on an unpaid leave of absence while campaigning for elective local office or the General Assembly for the period beginning with the date of announcement of candidacy and terminating with the date of election. Whether such leave of absence is full or partial shall be determined by the amount of time and schedule required for campaigning. The scope of the leave of absence shall be determined by the college chief executive officer unless the employee requests a full, unpaid leave of absence for the above campaign period. Such leaves shall be granted unless hardship can be demonstrated as provided for by 21 V.S.A. 495(c).
2. An employee will be placed on a full unpaid leave of absence while campaigning for elective State or Federal offices for the period beginning with either the date of announcement of candidacy or at least two months before the election and terminating with the date of election.
3. An employee elected to a local office may be placed on an unpaid leave of absence appropriate to the amount of time required to meet the responsibilities of that public office. Such leave of absence shall be for the period for which the employee has been elected to and serves in that office. The scope of the leave of absence shall be determined by the college chief executive officer.
4. An employee elected to the General Assembly will be placed on an unpaid leave of absence for the period in which the General Assembly is in session. The scope of the leave shall be at least 50% of the assignment of the employee.

5. An employee elected or appointed to a State office, other than the General Assembly, which office involves full-time service or to a Federal office shall resign from the Vermont State Colleges no later than the first day of service in such office. Under special circumstances, such as a temporary and/or part-time appointment to State or Federal office, a full or partial unpaid leave of absence may be granted to an employee for not more than one year at the discretion of the President of the employing institution.
6. An employee is expected to notify the President of the employing institution of the employee's plans to seek or accept public office at the earliest possible date to provide the institution with a reasonable opportunity to make arrangements for the absence.

NOTE: The employing institution is encouraged to provide paid employment opportunities on unpaid leaves under this policy during the summer or other available periods to assist in offsetting income loss because of public office holding.

Signed by: Sophie Zdatny, Chancellor

Date	Version	Revision	Approved By
12/12/80	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Updated to use gender-neutral language, correct statutory citation, and clarify text	VSCS Board of Trustees



Manual of Policy and Procedures

Title PUBLIC OFFICE CAMPAIGNING AND SERVICE	Number 205 Date 03/19/2022 12/12/80	Page 1 of 2
---	---	--------------------

PURPOSE

This policy states the conditions under which the Board of Trustees permits employees of the Vermont State Colleges to campaign for and serve in public offices.

STATEMENT OF POLICY

Employees of the Vermont State Colleges may campaign for and serve in public office under the provision of 21 V.S.A. 496 and with the following additional conditions:

1. An employee may be placed on an unpaid leave of absence while campaigning for elective local office or the General Assembly for the period beginning with the date of announcement of candidacy and terminating with the date of election. Whether such leave of absence is full or partial shall be determined by the amount of time and schedule required for campaigning. The scope of the leave of absence shall be determined by the college chief executive officer unless the employee requests a full, unpaid leave of absence for the above campaign period. Such leaves shall be granted unless hardship can be demonstrated as provided for by 21 V.S.A. 49~~52~~(c).
2. An employee will be placed on a full unpaid leave of absence while campaigning for elective State or Federal offices for the period beginning with either the date of announcement of candidacy or at least two months before the election and terminating with the date of election.
3. An employee elected to a local office may be placed on an unpaid leave of absence appropriate to the amount of time required to meet the responsibilities of that public office. Such leave of absence shall be for the period for which the employee has been elected to and serves in that office. The scope of the leave of absence shall be determined by the college chief executive officer.
4. An employee elected to the General Assembly will be placed on an unpaid leave of absence for the period in which the General Assembly is in session. The scope of the leave shall be at least 50% of the assignment of the employee.

5. An employee elected or appointed to a State office, other than the General Assembly, which office involves full-time service or to a Federal office shall resign from the Vermont State Colleges no later than the first day of service in such office. Under special circumstances, such as a temporary and/or part-time appointment to State or Federal office, a full or partial unpaid leave of absence may be granted to an employee for not more than one year at the discretion of the President~~college chief executive officer of the employing institution~~.
6. An employee is expected to notify the President of the employing institution~~chief executive officer of the college at which employed~~ of the employee's ~~his/her~~ plans to seek or accept public office at the earliest possible date to provide the institution with~~the college~~ a reasonable opportunity to make arrangements for the ~~his/her~~ absence.

NOTE: The employing institution is~~Colleges are~~ encouraged to provide paid employment opportunities on unpaid leaves under this policy during the summer or other available periods to assist in offsetting income loss because of public office holding.

Signed by: <u>Sophie Zdatny,</u> <u>Chancellor</u> Charles I. Bunting



Manual of Policy and Procedures

Title USE OF COLLEGE EQUIPMENT BY EMPLOYEES	Number 401	Page 1
	Date 03/19/22	

POLICY

College equipment is acquired and maintained to support the missions and operations of the college. Use of college equipment by employees for non-college purposes is prohibited. On an exceptional and limited basis, the President or the President's Designee may allow an employee to use college equipment for non-college use with prior written approval.

In the event that an employee receives such approval, the Hold Harmless Agreement designated for that purpose must first be executed.

Signed by: Sophie Zdatny, Chancellor

Date	Version	Revision	Approved By
12/07/06	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Updated to use gender-neutral language and to detach Hold Harmless Agreement	VSCS Board of Trustees



Manual of Policy and Procedures

Title USE OF COLLEGE EQUIPMENT BY EMPLOYEES	Number 401	Page 1
	Date 03/19/22 12/7/06	

POLICY

College equipment is acquired and maintained to support the missions and operations of the college. Use of college equipment by employees for non-college purposes is prohibited. On an exceptional and limited basis, the President or the President's ~~his/her~~ Designee may allow an employee to use college equipment for non-college use with prior written approval.

In the event that an employee receives such approval, the ~~attached~~ Hold Harmless Agreement designated for that purpose must first be executed.

Signed by: Sophie Zdatny,
Chancellor ~~Robert G. Clarke~~



Manual of Policy and Procedures

Title USE OF COLLEGE FACILITIES BY NON-COLLEGE ORGANIZATIONS	Number 402	Page 1 of 2 Date 03/19/22
--	-------------------	---

PURPOSE

The facilities of the Vermont State Colleges have been built to help provide a broad range of educational services. Such services will be provided to diverse populations utilizing college facilities. To meet its obligations to manage college facilities in the most effective ways, the facilities may be used on a continuous basis to support programs and special activities which are related to the missions of the colleges.

STATEMENT OF POLICY

1. General Space Use

College facilities/space may be utilized by individuals, groups, and organizations to the extent that such use does not detract from the primary programs and operations of the college and is complementary to the mission of the Vermont State Colleges as determined by the President or the President's Designee.

2. Charges

Each college shall provide a list of standard charges for use of all college facilities. The charges shall reflect at least a fair return on the investment in the facilities, plus the operating/maintenance costs of the facilities. The President or Designee may tailor the actual charges to users on the basis of whether the activities require extraordinary support or whether the activities are of special value to the college and qualify for a reduction in or waiver of charges. All commitments for use of facilities should be in writing and signed by the college and user(s). All external users must provide a certificate of insurance unless an exception is granted by the President or Designee.

Signed by: Sophie Zdatny, Chancellor

Date	Version	Revision	Approved By
12/07/060	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Updated to use gender-neutral language	VSCS Board of Trustees



Manual of Policy and Procedures

Title USE OF COLLEGE FACILITIES BY NON-COLLEGE ORGANIZATIONS	Number 402	Page 1 of 2
	Date <u>03/19/22</u> 12/7/06	

PURPOSE

The facilities of the Vermont State Colleges have been built to help provide a broad range of educational services. Such services will be provided to diverse populations utilizing college facilities. To meet its obligations to manage college facilities in the most effective ways, the facilities may be used on a continuous basis to support programs and special activities which are related to the missions of the colleges.

STATEMENT OF POLICY

1. General Space Use

College facilities/space may be utilized by individuals, groups, and organizations to the extent that such use does not detract from the primary programs and operations of the college, and is complementary to the mission of the Vermont State Colleges as determined by the President or the President's his/her Designee.

2. Charges

Each college shall provide a list of standard charges for use of all college facilities. The charges shall reflect at least a fair return on the investment in the facilities, plus the operating/maintenance costs of the facilities. The President or Designee may tailor the actual charges to users on the basis of whether the activities require extraordinary support or whether the activities are of special value to the college and qualify for a reduction in or waiver of charges. All commitments for use of facilities should be in writing and signed by the college and user(s). All external users must provide a certificate of insurance unless an exception is granted by the President or ~~his/her~~ Designee.

Signed by: Sophie Zdatny~~Robert G. Clarke, Chancellor~~



Manual of Policy and Procedures

Title	Number	Page
CASH MANAGEMENT POLICY	404	1 of 2
	Date 03/19/2022	

PURPOSE

The purpose of this policy is to manage cash balances in a manner that maximizes cash flow, maintains available cash balances consistent with cash needs and optimizes earnings on invested balances.

STATEMENT OF POLICIES

The following elements will be incorporated in the management of cash flow:

- 1) All cash will be managed for investment purposes by the Office of the Chancellor.
- 2) Interest basis commercial accounts will be maintained in local banks. The average account balance will be maintained at a figure high enough to compensate the banks for the services they provide, and no higher.
- 3) Depository accounts will be established in local banks in the name of Vermont State Colleges. These accounts will be drawn down periodically for investment authorized by the Office of the Chancellor. Funds will be aggregated so as to provide maximum returns consistent with the investment of public funds. Returned checks will be charged back against the interest accounts.
- 4) The VSC will invest all available funds to maximize earnings. All investment vehicles will be consistent with the VSC Cash Management Statement, published internally. The Chancellor or the Chancellor's designee shall update the Cash Management Statement as needed.
- 5) Investment earnings on cash will be distributed based on each college's relative share of unrestricted net assets plus GASB 45 charge plus restricted expendable net assets less quasi

endowments. These numbers will be calculated using the prior year's audited financial statements.

Signed by: Sophie Zdatny, Chancellor

Date	Version	Revision	Approved By
04/19/12	1.0	Adopted	VSCS Board of Trustees
03/19/22	2.0	Minor corrections	VSCS Board of Trustees



Manual Of Policy And Procedures

Title	Number	Page
CASH MANAGEMENT POLICY	404	1 of <u>12</u>
	Date <u>03/19/2022 4/19/12</u>	

PURPOSE

The purpose of this policy is to manage cash balances in a manner that maximizes cash flow, maintains available cash balances consistent with cash needs and optimizes earnings on invested balances.

STATEMENT OF POLICIES

The following elements will be incorporated in the management of cash flow:

- 1) All cash will be managed for investment purposes by the Office of the Chancellor.
- 2) Interest basis commercial accounts will be maintained in local banks. The average account balance will be maintained at a figure high enough to compensate the banks for the services they provide, and no higher.
- 3) Depository accounts will be established in local banks in the name of Vermont State Colleges. These accounts will be drawn down periodically for investment authorized by the Office of the Chancellor. Funds will be aggregated so as to provide maximum returns consistent with the investment of public funds. Returned checks will be charged back against the interest accounts.
- 4) The VSC will invest all available funds to maximize earnings. All investment vehicles will be consistent with the VSC Cash Management Statement, published internally. The Chancellor or the Chancellor's designee shall update the Cash Management Statement as needed.
- 5) Investment earnings on cash will be distributed based on each college's relative share of unrestricted net assets plus GASB 45 charge plus restricted expendable net assets less quasi endowments. These numbers will be calculated using the prior year's audited financial statements.

Signed by: _____
Sophie Zdatny, Chancellor



Manual of Policy and Procedures

Title GENERAL DEFINITIONS	Number	Page
	503	1 of 1
	Date 03/19/2022	

Unless the context clearly requires otherwise, “Vermont State Colleges,” “Vermont State Colleges System,” “Institutions,” or the “Colleges,” when used in Policies 101 through 505, refers to the Corporation known as the Vermont State Colleges and all or any number of its constituent parts including but not limited to Castleton University, Community College of Vermont, Northern Vermont University, Vermont Technical College, and, as of July 1, 2023, Vermont State University. References in Policies 101 through 505 to a “College” or “Institution” in the singular, unless the context clearly requires otherwise, means a member institution of the Vermont State Colleges including Castleton University, Community College of Vermont, Northern Vermont University, Vermont Technical College, and, after July 1, 2023, Vermont State University.

Signed by:

Sophie Zdatny, Chancellor

Date	Version	Revision	Approved By
9/23/15	1.0	Adopted	VSCS Board of Trustees
6/20/19	2.0	Updated for NVU	VSCS Board of Trustees
03/19/22	3.0	Updated for Vermont State University	VSCS Board of Trustees



Manual of Policy and Procedures

Title	Number	Page
GENERAL DEFINITIONS	503	1 of 1
	Date	<u>03/19/2022</u> 6/20/2019

Unless the context clearly requires otherwise, “Vermont State Colleges,” “Vermont State Colleges System,” “Institutions,” or the “Colleges,” when used in Policies 101 through 505, refers to the Corporation known as the Vermont State Colleges and all or any number of its constituent parts including but not limited to Castleton University, Community College of Vermont, Northern Vermont University, ~~and~~ Vermont Technical College, and, as of July 1, 2023, the Vermont State University. References in Policies 101 through 505 to a “College” or “Institution” in the singular, unless the context clearly requires otherwise, means a member institution of the Vermont State Colleges including Castleton University, Community College of Vermont, Northern Vermont University, ~~and~~ Vermont Technical College, and, after July 1, 2023, the Vermont State University.

Formatted: List Paragraph

Signed by:

Sophie Zdatny~~Jeb Spaulding~~,

Date	Version	Revision	Approved By
9/23/15	1.0	Adopted	VSCS Board of Trustees
6/20/19	2.0	Updated for NVU	VSCS Board of Trustees
<u>03/19/22</u>	<u>3.0</u>	<u>Updated for Vermont State University</u>	<u>VSCS Board of Trustees</u>

ITEM 4:
Board of Trustees Calendar

Board and Committee Meetings for 2021-2022

Date	Location	BOT	Audit	F&F	EPSL	DEI
Wednesday, August 4, 2021	Zoom	√				
Thursday August 19, 2021	Zoom				√	
Monday, August 23, 2021	Zoom			√		
Monday, September 13, 2021	cancelled					√
Monday, September 20, 2021	Lake Morey	√				
Tuesday, September 21, 2021	Zoom	√				
Friday, October 15, 2021	Zoom				√	√
Monday, October 18, 2021	Zoom		√	√		
Monday, October 25, 2021	Zoom	√				
Monday, December 6, 2021	Zoom	√			√	
Monday, January 24, 2022	Zoom	√			√	
Monday, February 7, 2022	Zoom		√	√		
Monday, February 14, 2022	Zoom	√				
Monday, March 7, 2022	Zoom			√		√
Saturday, March 19, 2022	Zoom	√				
Monday, March 21, 2022	Zoom				√	
Monday, April 11, 2022	Zoom	√	✗	√		
Monday, April 18, 2022	Zoom	√				
Monday, May 9, 2022	Zoom	✗				√
Monday, May 16, 2022	Zoom	√				
Monday, May 23, 2022	Zoom			√	√	
Thursday, June 16, 2022	Castleton	√				
Wednesday, August 3, 2022	Zoom	√				√
Monday, August 22, 2022	Zoom			√	√	
Monday, September 19, 2022	Lake Morey	√				
Tuesday, September 20, 2022	Lake Morey	√				